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# MARQUETTE UNIVERSITY

## THE ROBERT A. JOHNSTON COLLEGE OF ECONOMICS

DEPARTMENTS OF COMMERCE  
ACCOUNTING AND FINANCE

BULLETIN OF MARQUETTE UNIVERSITY  
SERIES IV. VOL. 6. NUMBER 7. JULY, 1921



ANNUAL CATALOGUE  
COLLEGE OF ECONOMICS  
1921-1922

PUBLISHED MONTHLY BY MARQUETTE UNIVERSITY  
1115 GRAND AVENUE  
MILWAUKEE . . . . WISCONSIN

Entered as SECOND CLASS Matter April 12th, 1916, at the Post Office at Milwaukee,  
Wisconsin, Under the Act of August 24th, 1912.



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### CALENDAR 1921-1922

1921

- Sept. 19-20-21..... Monday, Tuesday, Wednesday, registration.  
 Sept. 22..... Thursday, 8 a. m., opening of day classes.  
 Nov. 23..... Wednesday, 12 m., Thanksgiving recess begins.  
 Nov. 28..... Monday, 8 a. m., classes resumed.  
 Dec. 22..... Thursday, 9:30 p. m., Christmas recess begins.

1922

- Jan. 3..... Tuesday, 8 a. m., classes resumed.  
 Jan. 23-27..... Monday-Friday, semester examinations.  
 Jan. 28, 30, 31..... Saturday, Monday and Tuesday, registration for second semester.  
 Feb. 1..... Wednesday, 8 a. m., second semester opens.  
 Feb. 22..... Wednesday, Washington's Birthday.  
 Mar. 17..... Friday, President's Day: recess.  
 April 12..... Wednesday, noon, Easter recess begins.  
 April 18..... Tuesday, 8 a. m., classes resumed.  
 May 29-June 2..... Semester examinations.  
 June 16..... Friday, Commencement.

### HOURS FOR CONSULTATION.

The office of the Dean, first floor of the Administration Building of Marquette University, 1115 Grand Avenue, will be open for consultation daily, except Sunday, during the two weeks preceding September 19 and during the week preceding February 1, 9-12 a. m., 3-6 p. m., 7:30-9:30 p. m.

Appointments will be made by the Dean at other hours agreeable to both parties, should the above hours be inconvenient.

**Students must register promptly at the specified time.**

### INFORMATION

For information concerning the College of Economics address The Registrar, or Dean C. R. Atkinson, 1115 Grand Avenue. Interested persons are urged to call at the Dean's office whenever possible, since personal interviews are much more satisfactory than correspondence.

OFFICERS

REV. HERBERT C. NOONAN, S.J., A.M.,  
President.

REV. EUGENE RUDGE, S.J.,  
Treasurer.

REV. JOHN P. McNICHOLS, S.J., A.M., Ph.D.,  
Regent.

CHARLES R. ATKINSON, A.M., Ph.D.,  
Dean.

MARY L. MELZER,  
Registrar.

FACULTY

CHARLES R. ATKINSON, A.M., Ph.D.,  
Dean of College of Economics.  
Professor of Business Administration and Political Science.

EDWARD AZUOLA, B.S.,  
Spanish.

JOSIAH BABCOCK, A.M., LL.B.,  
Professor of Business Law.

ROBERT N. BAUER, B.S.,  
Professor of Chemistry.

J. A. BOOK, B.C.S.,  
Instructor in Accounting.

J. RAPHAEL COYLE, B.C.S.,  
Instructor in Accounting.

REV. GEORGE A. DEGLMAN, S.J., A.M., Ph.D.,  
Professor of Psychology.

ROBERT J. DEMPSEY, Credit Mgr. Weyenberg Shoe Mfg. Co.,  
Instructor in Credits and Collections.

E. J. FINK, Comptroller American Grinder Mfg. Co.,  
Instructor in Accounting.

JOHN McD. FOX, LL.B., A.B.,  
Professor of Law.

JOSEPH E. L. FYANS, M.A., Ph.B.,  
Professor of French and Spanish.

WILLIAM LECHTENBERG, A.B.,  
Instructor in German.

NEIL J. GLEASON, B.C.S., Bond Department, Paine, Webber & Co.,  
Instructor in Investments.

JOAQUIN HERNANDEZ, B.S., C.E.,  
Instructor in Spanish.



HERBERT HIRSCHBOECK, A.B., LL.B.,  
Instructor in Public Speaking.

RAYMOND F. JAEKELS, M.A., LL.B., Attorney,  
Instructor in Business Law.

J. A. KEOGH, General Factory Accountant, Allis-Chalmers Co.,  
Instructor in Accounting.

B. A. KIEKHOFER, A.B., C.P.A., Secy. State Board of Accounting,  
Instructor in Governmental Accounting.

HUGO KUECHENMEISTER, A.B., C.P.A.,  
Professor of Accounting.

REV. JOHN B. KREMER, S.J.,  
Professor of Physics.

WILLIS E. LANG, A.B., LL.B.,  
Instructor in Business Law.

JAMES A. LOSTY, A.M., Ph.D.,  
Professor of Commerce and Transportation.

J. E. McCARTHY, B.J., Litt.B.,  
Instructor in English.

CLIFFORD L. McMILLEN, A.B.,  
Instructor in Insurance.

REV. PAUL MUEHLMAN, S.J., A.M.,  
Professor of Mathematics.

FRANK J. MURRAY, A.B.,  
Professor of Economics.

A. A. NAULIN, Sales Manager Milwaukee Paper Box Co.,  
Instructor in Salesmanship.

DENNIS REGAN, A.B., LL.B.,  
Instructor in Business Law.

JOHN M. RANK, Cashier Taylor & Bournique Co.,  
Instructor in Auditing.

REV. THOMAS I. REILLY, S.J., A.M.,  
Professor of Ethics.

JOHN J. ROCHE, A.M.,  
Professor of Banking and Finance.

A. W. SEILER, M.A., Cramer-Krasselt Co.,  
Instructor in Advertising.

FRANCIS SHAUGHNESSY, A.B., LL.B.,  
Instructor in Public Speaking.

W. A. SHEAFFER, M.A.,  
Instructor in General Accounting.

ASA WALDRON, B.C.S.,  
Instructor in Accounting.

W. RUSSELL WEHE,  
Instructor in Real Estate.

### GENERAL STATEMENT.

The Robert A. Johnston College of Economics was organized in 1910 for the purpose of providing a thorough training for those who wish to devote themselves to business careers.

### THE AIM OF THE COLLEGE OF ECONOMICS.

The object of the College of Economics is to give to the student a comprehensive knowledge of the manifold principles and factors that underlie the activities of commercial life and to emphasize their practical application to the various branches of industry. The method of training imparts to the student a true and correct outlook on life, fosters a high sense of honor, inculcates habits of industry, and impresses upon him a deep realization of his responsibilities in his chosen lifework.

### THE MODERN DEMAND FOR EFFICIENCY.

The College of Economics aims at something higher than that which is the object of the ordinary business school. Its courses are essentially of a university and professional character.

In all fields of modern endeavor there is a strong demand for more efficient service. This is particularly true of the more intricate affairs of commerce, industry and finance.

To supply this demand many universities have added courses in Economics and Business Administration to their curricula. They all realize that, while there is no dearth of men qualified for mere clerical positions, very few are fitted for managerial and executive responsibilities. These latter require not only intelligence and energy, but also wide knowledge, deep training, staunch character and personal initiative. Business careers are looked upon more and more like other professions and call for a correspondingly greater amount of mental equipment.

### DEVELOPING EFFICIENCY

An intelligent and strong grasp of the wider interests of industrial life is essential to the highest business success. The College of Economics grounds the student in the fundamental business principles and conditions and gives him a carefully organized fund of special information regarding the various forces which vitally influence and direct the movements of industry.

### THE FACULTY

The Faculty is composed partly of full time professors who give their entire time to teaching and research, and partly of successful men in the various branches of business and professional life. They all co-operate in maintaining a high standard of efficiency.

### LIBRARY FACILITIES

The magnificent public library of the city is within two blocks of the Schools of Economics, Journalism, Arts and Sciences, Law, Engineering. The arrangement of the library is an ideal one for students, who have access to all the books for consultation and study, and may with special privilege take home with them as many books as are necessary for the preparation of essays, debates, etc. The main library and its eight branches contain 342,194 volumes.

The Samuel Marshall Library of the College of Economics contains many standard works which are indispensable for supplementary reading. The students may also avail themselves of the Municipal Library in the City Hall.

### OPPORTUNITY FOR SELF-SUPPORT

Because of its location in Milwaukee, a city of half a million inhabitants, the manufacturing center of America, Marquette University offers unparalleled advantages to the needy student. It is very easy for students to earn their board. For a couple of hours' service in cafes, hotels, or restaurants many of the students get their meals. Others earn enough on a Saturday afternoon to help considerably towards their expenses. There are many who are able to earn all their living and boarding expenses while keeping up with their studies. With regard to school expenses, it will be well to remember that the schedule of expenses at Marquette is to be understood as differing in meaning from like schedules in other colleges. Marquette makes all fees payable as tuition, and the student is not met at every door with requests for laboratory fees. In some colleges there is practically no tuition, but the laboratory fees sum up to more than the tuition at Marquette.

The above statements are based upon fact. Any student can secure a position if he has the proper amount of aggressiveness. However, he should not expect to obtain work before the second or third week of his stay in Milwaukee.

The student should avail himself of the services of the Students' Free Employment Bureau.

Additional information concerning employment will be cheerfully given, but the University, as such, does not bind itself to secure positions for all prospective students.

### ADVANTAGES OF URBAN LOCATION

It is safe to say that while Milwaukee is one of the largest industrial centers of the United States, it is also the city which produces a more diversified line of manufacture than any other. It draws its supply of raw materials in convenient proximity; secures its fuel by



the Great Lakes water route at low rates; has ample transportation connections to ship its products to the four ends of the earth; enjoys a skillful, industrious and peaceful labor constituency.

As a commercial center it possesses some decided advantages. As the metropolis of the great state of Wisconsin, which holds a high place among the leading agricultural states of the Union, it has become an important distributing center for all commodities. Its jobbing and wholesale houses, which have grown into great commercial enterprises, have extended their trade connections far beyond the boundaries of the state.

Because of its location Marquette University offers unparalleled advantages to the student. He can gain an insight into the practical side of his future profession while still attending the classes.

### LIVING CONDITIONS.

A Faculty committee examines all boarding and rooming houses and an approved list may be secured from the Registrar. This list will not be mailed out. The supply of rooming and boarding places greatly exceeds the demand and no prospective student should anticipate any trouble.

### THE SCHOOL YEAR

The academic year 1921-1922 will begin September 19, 1921, and will end June 2, 1922. There are thirty-four weeks, exclusive of vacations, devoted to school work. The year is divided into two semesters, each comprising seventeen weeks of class work. The last week of each semester is ordinarily devoted to examinations, thus leaving sixteen weeks each semester for class instruction.

### TUITION AND FEES.

No student will be admitted to classes before the fees for the current semester have been paid. No exception will be made and the student should come prepared. Tuition and fees once paid cannot under any circumstances be returned. A student who leaves the University for valid reasons during the year will be allowed credit for the paid tuition provided that he pursues his department studies within one year from the date of his withdrawal. Students make an implicit contract with the institution to observe these conditions when they pay their tuition.

Matriculation fee.....	\$ 10.00
Tuition for the Academic year.....	125.00
First semester, \$75.00.	
Second semester, \$50.00.	

Athletic fee.....	10.00
*Gymnasium fee .....	5.00
Union fee.....	5.00
Graduation fee.....	10.00
Laboratory fee, Chemistry or Physics.....	10.00
Breakage deposit for Laboratory students.....	10.00
Conditional examination fee (on date set).....	1.00
Conditional examination fee (not on date set).....	2.00
Commerce Club fee, per semester.....	.50

Students entering during the second semester will pay one-half of the year's tuition.

No student once enrolled in any course will be allowed to withdraw except for very grave reasons.

### ENTRANCE REQUIREMENTS

Every student entering the Robert A. Johnston College of Economics must present 15 units of high school work. Among the 15, he must present the following units:

#### I. English, 3 or 2 units.

(At least three units of English are recommended for all and will be required of students who do not offer two units of one foreign language.)

#### Mathematics

Algebra 1 unit

Geometry 1 unit

#### II. Two units must be presented from one of the following:

One foreign language 2 units

(French, German, Greek, Italian, Latin or Spanish.)

Or Science 2 units

Or History 2 units

III. In addition to the units required under I and II, a sufficient number of units to make a total of 15 must be offered from Groups A and B, except that not more than three units may be offered from Group B.

#### GROUP A.

English	1-2	Mathematics	
Foreign Language		Adv. Algebra	$\frac{1}{2}$
French	1-4	Solid Geometry	$\frac{1}{2}$
German	1-4	Trigonometry	$\frac{1}{2}$
Italian	1-2	Science	

\*This fee will not be charged if the new gym is not ready for use by Oct. 1, 1921. In case of it being opened later than Oct. 1, the fee will be announced at the date of opening.

Latin	1-4	Botany	½-1
Spanish	1-4	Biology	1
History and Civics		Chemistry	1
History	1-4	General Science	½-1
Civics	½-1	Geography	½-1
Economics	½	Physics	1
		Physiology	½
		Zoology	½-1

## GROUP B.

Agriculture	1-3	Typewriting	½
Bookkeeping	1	Drawing, Art and Design	1-3
Commercial Law	½	Mechanical Drawing	1-3
Commercial Arith.	½	Shop work	1-2
Commercial Geog.	½	Shop work and Drawing	1-3
Shorthand	1-1½		

## ADVANCED STANDING

Due credit will be allowed for advanced work done at other Universities and Colleges of accepted standing. Application for advanced standing may be made personally or in writing and should be accompanied by a detailed statement from the proper authority of the nature of the work for which credit is asked.

## DEGREES

## BACHELOR OF SCIENCE IN ECONOMICS

Requirements for graduation in the Robert A. Johnston College of Economics:

Candidates for the degree of B.S. in Economics must

1. Have completed at least 120 semester hours of work.
2. Have won at least 120 "credit points."\*
3. Have pursued one of the three courses of study outlined in the bulletin.
4. Have completed one major and two minors.\*\*
5. Have written a thesis on some phase of the subject of their research work (senior year).

\*A credit point is given for every semester hour of work done with a grade of C, two credit points for every semester hour of work done with the grade of B, three credit points for every semester hour of work done with a grade of A. A grade represents work done with a percentage of from 93-100, B grade represents work done with a percentage of from 85-92, C grade represents work done with a percentage of from 77-84, D grade represents work done with a percentage of 70-76, E grade represents work done with a percentage of 60-69 (condition), F represents work done with a percentage of 0-59 (failure).

\*\*A major is the amount of work ordinarily done in one subject during three years. A minor is the amount of work ordinarily done in one subject during two years.

### MASTER OF SCIENCE IN ECONOMICS

Candidates for the degree of Master of Science in Economics,

1. Must have a degree of Bachelor of Science in Economics from Marquette University or from an institution of equivalent standing.
2. Must devote one year exclusively to graduate study, and must complete 24 semester hours of work.
3. Must do this work in the subject in which he majored for his B.S. degree.
4. Must pass a satisfactory examination in all his work.
5. Must present a typewritten or printed thesis giving evidence of satisfactory advanced research.

### PRIZES

The College of Economics offers the following prizes for the year 1921-1922:

A prize of \$25 will be awarded to the student who presents the best thesis in his senior year.

A prize of \$20 will be awarded to the student who has attained the highest standing during the academic year 1921-1922. The prize is open to all the students of the degree courses. The student who wins the first prize cannot compete for the second prize.

Each year Delta Chapter of Delta Sigma Pi will present a gold key to that senior in the department who, upon graduation, ranks highest in scholarship. The award of this key will be made by the faculty of the College of Economics irrespective of membership in Delta Sigma Pi.

Regularity in attendance, accurate scholarship and unblemished conduct are necessary conditions for the winning of these prizes.

### SPECIAL STUDENTS.

Students over 21 years of age who can not offer the required High School units for admission will be admitted to the Robert A. Johnston College of Economics with the understanding that they are to take such courses as the Dean will allow them to enter, and that they are to clear their high school conditions within two years after entrance so as to be able to register as regular students at the end of that time.

## ORGANIZATIONS

### THE MARQUETTE UNIVERSITY COMMERCE CLUB

In the fall of 1916 the Marquette University Commerce Club was formed in the College of Economics.

The purpose of the Commerce Club is to prepare the Economics students of the University more efficiently for work as business men and to bring them into closer touch with the commercial world. To this end meetings are held every two weeks throughout the year, devoted alternately to student programs and addresses by men who are prominent in the business circles of Milwaukee and other cities. Investigations of the workings of prosperous business establishments are made from time to time.

All students of the College of Economics are entitled to become members of the Commerce Club.

The co-operation of the leading business men of Milwaukee in the work of the Commerce Club insures for its members a connection the value of which can scarcely be overestimated. The transition from school to active business life is always a difficult one. The opportunities offered by the Commerce Club for overcoming this difficulty will increase with the years and activity of the organization.

### THE BANDEROLE.

The Banderole, the honor fraternity of the College of Economics, was organized in 1916. The purpose of this fraternity is to cultivate and further high ideals and to encourage loyalty and service. Members of the department are eligible to the fraternity provided they meet with the necessary requirements for admission. These requirements are based on scholarship, on upright character and on an active display of loyalty and service to the University and the College of Economics.

The affairs of the Banderole are in the hands of the active members, who direct the policy of the fraternity and maintain its purpose and aims.

Candidates are notified months in advance of their prospective admission into the fraternity, and, if they pass their period of probation successfully, are initiated into the organization at the beginning of the second semester. Students are not eligible to the fraternity during their first year at the school.



## NATIONAL COMMERCE FRATERNITY

Delta Chapter of Delta Sigma Pi fraternity was installed at Marquette University in the Robert A. Johnston College of Economics in April, 1920. Delta Sigma Pi is an international professional commerce fraternity organized to foster the study of business in universities; to encourage scholarship and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.



## SCHEDULE OF COURSES

## First Year

To be taken by all candidates for the degree of Bachelor of Science in Economics.

English .....	3	English .....	3
*Modern Language.....	3 or 4	*Modern Language.....	3 or 4
American Political History....	3	Economic History of U. S.....	3
Modern European History.....	2	Industrial History of England.	2
Principles of Reasoning.....	2	American Government .....	2
Business Mathematics .....	3	Business Mathematics .....	3

At the beginning of the sophomore year all candidates for a degree must select one of the following courses:

## GENERAL BUSINESS COURSE

## Sophomore Year

## First Semester

## Second Semester

Advanced Accounting .....	3	Advanced Accounting .....	3
Business Law I.....	3	Business Law II.....	3
English II .....	3	English II .....	3
Business Economics .....	3	Business Economics .....	3
Science .....	3	Science .....	3
*Modern Language.....	3 or 4	*Modern Language.....	3 or 4

Electives, for those who do not take Modern Languages, 3 hours.

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\*All students of the College of Economics must, before graduation, complete at least six semester hours of work (not elementary) in a modern language. No high school work will be admitted in lieu of these six semester hours. If this advanced work is to be put off until the Junior year, for three hours of the work, a substitution either in mathematics or science will be allowed.

**Junior Year**

Financial Organization of Society .....	3	Money and Credit.....	3
*Modern Language .....	3	*Modern Language .....	3
English (Advanced Course)...	3	English (Advanced Course)...	3
Labor Movement .....	2	Real Estate .....	2
Principles of Business Administration .....	3	Municipal Government .....	2

Electives 3 or 6 hours.

These electives must be selected from the following subjects:

Transportation, Economic Resources, Foreign Trade, Domestic Trade, Insurance, Marketing, Office Management, Commercial Organization, Salesmanship, Advertising.

**Senior Year**

Business Psychology .....	3	Business Ethics .....	3
Corporation Finance .....	2	Corporation Finance .....	2
Research .....	2	Research .....	2

Electives 9 or 10 hours.

Three hours of electives must be chosen from the Finance Group; cf. Description of Courses.

**ACCOUNTING COURSE****Sophomore Year**

Advanced Accounting .....	3	Advanced Accounting .....	3
Business Law I.....	3	Business Law II.....	3
English II .....	3	English II .....	3
Business Economics .....	3	Business Economics .....	3
Science .....	3	Science .....	3
*Modern Language .....	3	*Modern Language .....	3

Electives, for those who do not take Modern Language, 3 hours.

**Junior Year**

Corporation Accounting .....	3	Corporation Accounting .....	3
*Modern Language .....	3	*Modern Language .....	3
Cost Accounting .....	2	Cost Accounting .....	2
Corporation Finance .....	2	Corporation Finance .....	2
Prin. Bus. Admin.....	3	Industrial Management .....	3

Electives 4 or 7 hours.

Electives must be selected from the following subjects: English, Money and Credit, Financial Organization of Society, Practical Accounting Systems, Economic Resources, Marketing, Governmental Accounting.

\*Cf. Note, p. 13.

## Senior Year

Auditing .....	2	Auditing .....	2
Research in Accounting.....	2	Research in Accounting.....	2
Municipal Government .....	3	Business Ethics .....	3
C. P. A. Quiz Course.....	2	C. P. A. Quiz Course.....	2
Business Psychology .....	3	Municipal Government .....	2
Electives .....	5	Electives .....	5

Suggested elective courses: English, Financial Organization of Society, Money and Credit, Statistics, Governmental Accounting.

## BANKING AND FINANCE COURSE

## Sophomore Year

Business Law I.....	3	Business Law II.....	3
Business Economics .....	3	Business Economics .....	3
English II .....	3	English II .....	3
*Modern Language.....	3 or 4	*Modern Language.....	3 or 4
Science .....	3	Science .....	3
Advanced Accounting .....	2	Advanced Accounting .....	2
Electives, for those who do not take Modern Languages, three hours.			

## Junior Year

Financial Organization of Society .....	3	Money and Credit.....	3
English .....	3	English .....	3
*Modern Language .....	3	*Modern Language .....	3
Corporation Finance .....	2	Corporation Finance .....	2

Six hours of electives, three must be chosen from the Economics Group.

## Senior Year

Advanced Banking .....	3	Banking Practice .....	3
Stock Exchanges and the Money Market .....	3	Investments .....	2
Business Psychology .....	3	Business Ethics .....	3
Research .....	2	Research .....	2
Electives .....	6	Electives .....	7

Three semester hours of electives must be selected from Finance Group.

\*Cf. Note, p. 13.

## DESCRIPTION OF COURSES

## BUSINESS ADMINISTRATION

**Bus. Adm. I. Principles of Business Administration.**

The course is designed as a general survey of modern business procedure. The development of business enterprise is concisely treated. General principles of business organization and administration; problems of employment and welfare work; production routine; special wage systems; scientific management and efficiency movements; marketing and sales organizations; purchasing and receiving; control of labor.

Text: Gerstenberg: "Principles of Business."

First semester.

3 hours.

**Bus. Adm. II. Industrial Management.**

A scientific treatment of the underlying principles of the management of an industrial enterprise. The general theory of industrial and plant location will be studied. Consideration will be given to the following topics: Continuous and assembling manufactures; the building and workers; power problems; types of management (military, functional and departmental); the labor force; record of workers; record of raw materials and finished goods.

Text: Duncan: "Principles of Industrial Management."

Second semester.

3 hours.

**Bus. Adm. III. Office Management.**

The principles and methods of organization and administration of office forces; the field of the office manager; departmental and unit methods of organization; the selection, leasing and layout of an office; methodizing the means of communication; handling the office mail; routine of filling orders; nature, scope and personnel of filing; the control of correspondence; stenographic department; stenographic work; methods of controlling stenographic output; handling office detail; the work of the business departments; purchases and stores; work of the traffic department; handling credits, collections and complaints; sales management; advertising department.

Text: Galloway: "Office Management."

Second semester.

2 hours.

**Bus. Adv. IV. Commercial Organization I. (Raw Materials.)**

This course attempts to familiarize students with the methods and problems of marketing raw materials. Various kinds of raw materials such as farm products, forest products, etc., will be discussed. The geographic environment of the productive regions will be con-



sidered together with an analysis of the transportation, warehousing, and marketing of commodities in their raw state.

Supplementary to classroom discussion, visits will be made to warehouses, produce markets and elevators. Each student will be required to take a commodity and trace it through the whole marketing process. Produce exchanges, especially the Produce Exchange of Chicago, will receive attention. Reports will be required of all students registered in this course.

First semester.

2 hours.

### **Commercial Organization II. (Manufactured Products.)**

The methods and problems of marketing manufactured products; an intensive study of the problems confronting the organizer of a business, sales manager, advertising manager and purchasing agent. An analysis of the market; trade organization; chain stores; mail order houses; co-operative stores; department stores; financial organization of sales department; advertising and credit departments.

Individual reports and investigations will be required as in Commercial Organization I.

Second semester.

2 hours.

### **Bus. Adm. V. Business Psychology.**

A course in practical psychology, including a study of the nature and development of the powers and mental faculties which make for character and efficiency.

First semester.

3 hours.

### **Bus. Adm. VI. Business Ethics.**

This course will embrace the fundamental principles of right and wrong, of justice and injustice, together with the application of these principles to the many phases of industry, commerce and finance. The purpose of the course is to develop and strengthen an intelligent business conscience.

Second semester.

3 hours.

### **Bus. Adm. VII. Business Law I.**

Contracts. Elements of a contract; consideration; agreement; parties to a contract; consent; fraud; duress; illegal contracts; interpretation of contracts; discharge of contracts, etc.

Negotiable Instruments. Rights of the holder; liability of the parties; discharge of negotiable instruments; bills of exchange; checks; promissory notes, etc.

Agency. Nature and formation; extent of authority of agents; duties and liabilities of principals and agents; termination of agency; special forms of agency.

Partnership. Nature and formation; rights and duties of partners; dissolution and its consequences.

Corporations. Nature and formation; capital and stock; management of corporations; corporate powers; liability of shareholders to creditors; dividends; dissolution of corporations.

Some of the above subjects will be studied with great detail and supplemented by special treatises.

Text: Conyngton: "Business Law."

First semester.

3 hours.

#### **Bus. Adm. VIII. Business Law II.**

Sales. Sales of personal property; nature of the contract of sales; the Statute of Frauds; passing of the title; warranties accompanying sales; performance of the contract; conditional sales; mortgages on personal property.

Bailments. Nature of bailments; bailments for benefit of bailor and bailee; mutual benefit bailments.

Carriers. Common carriers; carrier's liability during transit; carriers of passengers; innkeepers; telegraph companies.

Guaranty and Suretyship. Nature and form of the contract; scope and interpretation of the contract; rights of surety after payment; discharge of surety.

Insurance. Formation of the contract; special provisions of the policy; life insurance; accident insurance, etc.

Real Property and Tenancy. Nature and classification; title to real property; title by deed; mortgages of real property; landlord and tenant.

Wills. Requisitions to make a will; revocation of wills, probate of wills; executors and administrators.

Some of the above subjects will be supplemented by special treatises.

Text: Conyngton: "Business Law."

Second semester.

3 hours.

### **ACCOUNTING.**

#### **Accounting I. Elements of Accounting.**

This course prepares students for admission to the advanced courses based on Walton's Graded System of Accounting. It assumes no knowledge of the subject on the part of the student. The fundamental principles are thoroughly explained and are illustrated through the medium of a practice set, numerous exercises and business papers. No university credit will be given for this course to students who take accounting as a major.

First and second semesters.

2 hours.

**Accounting II. Advanced Accounting.**

The object of this course is to lay a solid foundation for the courses which are to follow. To secure absolute thoroughness and coherent development, Walton's Graded System of General Accounting is used. The course includes: The elements of accounting; single and double entry; debits and credits; journalizing, posting and trial balances; closing books; proprietor's accounts; partnership accounts, etc. Advanced analytic study of accounting; analytic study of the balance sheet; assets and liabilities; depreciation; capital stock; profits; surplus and reserves; sinking funds; counting-house methods and business practice, etc. A series of graded exercises, based on the text and lectures, will be given to insure the student's thorough grasp of the principles and facility in their practical application.

First and second semesters.

3 hours.

**Accounting III. Corporation Accounting.**

Corporate formation; books of account; stock accounts; capital, assets, investments; working and trading assets; real estate; leaseholds; mortgages; buildings, maintenance and expense; basis of valuation of machinery and tools; depreciation and fluctuation; raw materials and their cost; notes receivable and bills of exchange; interest on notes; goodwill, its nature and theory; deferred charges as assets; organization and promotion expenses; advertising; liabilities; sales; discounts; trade and cash discounts; bonds; secret reserves; sinking funds; profits and earnings; capital expenditure; capital receipts; dividends.

First semester.

3 hours.

**Accounting IV. Cost Accounting.**

Analysis of the sources of cost; tracing the cost from the raw materials through the processes of production to the finished product; apportioning costs; cost of labor; cost of management; cost units; analysis of costs to determine the relative efficiency of various departments; trading as distinguished from manufacturing costs; installing and operating costs systems; cost keeping according to the most satisfactory methods. All courses will be accompanied by a well-graded series of problems which apply the principles studied to practical affairs. These problems form a continuous course running through the second and third years.

First and second semesters.

2 hours.

**Accounting V. Auditing.**

Qualifications of an auditor; objects of an audit; responsibility of an auditor; conduct and process of an audit; appraisals; various

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kinds of audits, such as mergers and consolidations, Board of Trade and Stock Exchange, life insurance companies, breweries, municipalities, clubs, public service corporations, electric light and power companies, electric railways, steam railroads, banks, executor's accounts, consignments, contractors' accounts.  
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First and second semesters.

2 hours.

#### Accounting VI. Accounting Problems.

The work of this course is based upon a solution of accounting problems which are designed to train the student to interpret facts and to draw correct inferences, expressing the result through the medium of suitable statements.

First semester.

2 hours.

#### Accounting VII. C. P. A. Quiz Course.

This course is conducted to prepare candidates for the examination for Certified Public Accountants. Students are trained to work out problems and questions under conditions substantially the same as in the examination room. Practical Accounting problems, Auditing and Theory of Accounts are dealt with. Papers set in various C. P. A. examinations, particularly those of Wisconsin, are worked over and discussed. The instruction is largely individual.

Second semester.

2 hours.

#### Accounting VIII. Practical Accounting Systems.

Description and explanation of the accounting systems employed by various types of business, including the accounts of municipalities and those required by executors and administrators.

First and second semesters.

2 hours.

#### Accounting IX. Governmental Accounting.

A course dealing with all phases of governmental accounting, national, state and municipal. Scope and field of governmental accounting. Governmental statements of Profit and Loss. Governmental Balance Sheets. Use of statistics in governmental accounting. Municipal accounting. Auditing of municipal accounts. State accounting. Budget and Budget Making—State, county, municipal. Utility accounting—municipally owned. Utility auditing—municipally owned.

First semester.

2 hours.

#### Accounting X. Research Course in Accounting.

Entirely a seminar course involving original investigation of advanced accounting problems. Preparation of theses of candidates for the B. S. degree who major in Accounting. Open to seniors and advanced students only.

First and second semesters.

2 hours.

**BANKING AND FINANCE.****Finance I. The Financial Organization of Society.**

This course is a general survey of the structural and functional aspects of the main financial institutions of modern industrial society. It lays the foundation for advanced courses in finance. The principal forms of financial institutions studied are: Money and monetary systems; credit and credit instruments; marketing of low grade and high-grade securities; foreign investment trusts; stock exchange; trust and saving institutions; practical operations of the Commercial Bank; commercial paper and Discount Companies; business cycles; World War and the Federal Reserve System.

Text: Moulton: "The Financial Organization of Society."

First semester.

3 hours.

**Finance II. Money and Credit.**

A critical and an analytic study of the major functions of money and credit. Some of the topics covered are: the gold standard; the silver question; the Greenback Movement; fiat money in foreign countries; a brief monetary history of the United States; relation of money credit to prices; functions of credit institutions, etc.

Text: Johnson: "Money and Currency."

Second semester.

3 hours.

**Finance III. Corporation Finance.**

This course comprises an intensive study of the financial structure and functions of the modern business corporation. After a preliminary survey of the role which the modern corporation plays in our industrial society, corporation securities will be studied. This will include an analysis of the following: capitalization and common stock; forms of bonds; bonds secured by pledge, specific property or credit; equipment obligations; preferred stock; convertible issues. This will be followed by a discussion of the promotion of a corporation; the work of the promoter; the banker and promotion; financial plans of new underwriting syndicates. Administrative problems will next be analyzed, comprising a study of the accounting of depreciation; of special reserves, of the management of surplus, of sinking funds and of voting trusts. Finally attention will be given to the expansion failure and reorganization of the corporation.

Text: Dewing: "The Financial Policy of Corporations."

First and second semesters.

2 hours.



**Finance IV. The Principles of Banking.**

An advanced course dealing with the theoretical aspects of modern banking. It aims to present a working knowledge of the principles governing the modern commercial bank. It includes an analysis of the following subjects; deposits versus notes; mobility and expansion; over-expansion and contraction; domestic clearings and exchange; international clearing; reserve organization and utilization; protective reserves; requirements of a good banking system; history of banking in the United States; banking in England, France, and Germany; organization and operation of the Federal Reserve System. Prerequisite Finance I or II.

Text: Westerfield: "Principles of Banking."

First semester.

3 hours.

**Finance V. Banking Practice.**

This course undertakes to give the student a technical knowledge of the internal management of banking institutions. The major emphasis will be placed on credit analysis and the solution of practical banking problems. Regular visits of inspection will be made to the principal banks of Milwaukee. Attention will be given to the following topics: management of the bank; the bank as a going concern; over the counter receipts and other receipts; paying; clearing; transits; collections; the foreign exchange business; methods of handling foreign exchange; accumulation of exchange through commercial credits; selling exchange and import collections; foreign drafts; travelers' credit; loans and discounts; bank accounts; the general ledger; audits and examinations; forms of fiduciary activity. Prerequisite, Finance IV.

Text: Langston and Whitney: "Banking Practice."

Second semester.

3 hours.

**Finance VI. Stock Exchange and the Money Market.**

A study of the development of the mechanism of the modern stock exchange and the money market. The course will include a treatment of such topics as the evolution, scope and function of Wall Street; stock market investment and speculation; the listing of securities; the New York Stock Exchange; Curb Market and Consolidated Exchange; reading the market; manipulation and corners; constructive criticism of Wall Street; Wall Street and the Federal Reserve System; Wall Street and the World Market. Prerequisite, Finance I.

Text: Pratt: "The Work of Wall Street."

First semester.

3 hours.

**Finance VII. Panics and Depressions.**

A study of the causes and results of the recurring periods of activity and inactivity in business in the United States. An analytical examination is made of the financial and banking conditions that accompany business cycles and remedies for crises are suggested.

First semester.

2 hours.

**Finance VIII. Financial History of the United States.**

Among the topics considered in this course are the finances of the colonies and the Confederation; the development of banking facilities; the independent Treasury System: tariff legislation; crises and depressions; development of the monetary system; taxation and public expenditures; the public debt.

Text: Dewey: "Financial History of the United States."

Second semester.

2 hours.

**Finance IX. Investments.**

Nature, laws and methods of investments; government, state and municipal bonds; stocks and bonds of public service companies; different forms of mortgages; railway and farm mortgages; stock market; real estate values and investments.

First semester.

2 hours.

**Finance X. Bonds and Bond Selling.**

A thorough practical study of the various kinds of bonds and the work of bond houses. The instruction in selling methods is accompanied by numerous illustrations and student practice work. Prerequisite, Finance IX.

Text: Chamberlain: "The Work of the Bond House."

Second semester.

**Finance XI. Real Estate.**

A practical course dealing with the business problems connected with the sale, purchase and management of real estate. The following topics are included in this study: real estate brokerage; contracts in real estate; auction sales; liens; taxes and assessments; the transfer of titles; deeds; bonds and mortgage; leases; methods of arriving at the valuation of real estate; surveyor's relation to real estate; work of the architect; problems of management, etc.

**Finance XII. Credits and Collections.**

Forms of credit. Classes of credit and credit machinery. Duties and qualifications of the credit man. Elements determining the credit risk. Sources of credit information. The financial statement. Construction and analysis of statements. Legal remedies of the creditor. Extensions, compositions and adjustments. Bankruptcy, insolvency, and receivership. Credit safeguards.

Text: Ettinger & Golieb: "Credits and Collections."

First semester.

2 hours.

**Finance XIII. Research in Banking and Finance.**

This course will involve an original investigation of problems especially related to the probable future business field of the student. The technique of investigation, use of materials, and the assembly of facts will be discussed. At the beginning of the second semester the theses of candidates for B. S. degree will be selected and prepared for presentation to the faculty. The individual work will be done under the guidance of the instructor. Open only to seniors and advanced students.

First and second semesters.

2 hours.

**ECONOMICS.****Econ. I. Business Economics.**

This course is designed to give a practical working knowledge of the fundamental underlying principles of modern business. Beginning with a characterization of modern industrial organization, the student is led to an analysis of the problems of production, including trusts and industrial combinations, value as it arises in the exchange of goods, human wants and their satisfaction in consumption.

Among other subjects the second half of the year will include money, credit and banking, international trade and protection, distribution of proceeds to rent, wages, interest and profits.

Text: Seager: "Principles of Economics."

First and second semesters.

3 hours.

**Econ. II. Economic Resources.**

Geography of production; a study of geographical conditions and their influence on the commercial and industrial development of man; a descriptive study of the leading American industries; discussion of the products of the farm, forests, mines, quarries, etc.

First or second semesters.

3 hours.

**Econ. III. Economic History of the United States.**

The development of colonial institutions; the public land problems; agricultural development; growth of slavery; internal improvement; finance; development of banking; combinations of labor and capital; growth of transportation facilities; natural resources; large-scale manufacturing; commercial expansion; education and the general social life.

Text: Lippincott: "Economic Development of the United States."

Second semester.

2 hours.

**Econ. IV. Industrial and Commercial History of Europe.**

The purpose of this course is to give the student a historical background preparatory to the study of commercial and industrial problems. The commercial and industrial development of the various European countries will be traced in outline. Particular attention will be given to commercial and industrial organization, to the various other causes and conditions that have made for progress in mediaeval and modern Europe and to the bearing of those conditions and causes on the development of the United States.

Text: Ogg: "Economic Development of Modern Europe."

**Econ. V. Industrial Combinations.**

A study of the conditions and motives that have resulted in the great industrial combinations of the present time; the advantages and disadvantages growing out of them; the attitude which should be assumed toward their limitation and control; their future development. Some of these combinations will be studied in detail.

Text: Jenks & Clark: "The Trust Problem."

First or second semesters.

3 hours.

**Econ. VI. History of Economic Theory.**

A course designed for advanced students in Economics, covering the essentials in the writings of the master minds who have contributed to the development of economic theory—Adam Smith, Mill, Ricardo, Jevons and others. The reasons for the persistence and for the abandonment of certain theories will be investigated.

Text: Haney: "The History of Economic Thought."

Second semester.

2 hours.

**Econ. VII. Introduction to Statistics.**

A non-mathematical introduction to the methodology of statistics. Such subjects as the following will be discussed: The meaning and application of statistics; sources of statistical data; statistical units of measurement; practical application of methods to wages, prices, and profits; classification and tabular presentation; diagrammatic and graphic presentation; averages as types; principles of index number working; American price index numbers, e.g. Bradstreet's, Dun's, Annalist's, etc.; dispersion and skewness; comparison and correlation. Laboratory work will be required.

Text: Secrist: "An Introduction to Statistical Methods." Secrist: "Readings and Problems in Statistical Methods."

Second semester.

2 hours.

**Econ. VIII. The Labor Movement.**

This course will include a study of the methods of organization and control of labor unions, industrial remuneration and industrial peace, labor legislation, court decisions in labor disputes, immigration, child and woman labor, convict labor, unemployment and industrial education.

First semester.

2 hours.

Text: Adams and Sumner: "Labor Problems."

**COMMERCE AND TRANSPORTATION.****Com. & Trans. I. Domestic Trade.**

A course in commercial organization in domestic trade. Survey of internal commerce of the United States; marketing of farm products; commerce in raw materials and manufactures; functions of the middleman and retailer and their relation to the manufacturer and consumer; co-operative buying and selling; manufacturer's marketing problems; development of trade marks and private brands; price maintenance.

First semester.

2 hours.

**Com. & Trans. II. Foreign Trade.**

A course in commercial organization in foreign trade. A survey of the foreign trade of the United States; a study of the opportunities for foreign trade; a detailed examination of the facilities and methods used in conducting import and export trade and of the activity of the Government in promoting such trade.

Second semester.

2 hours.

**Com. & Trans. III. Transportation.**

This course will include a brief summary of the development of transportation facilities in the United States, including technical improvements; public aids to railroads; competition, rate wars, pools, traffic associations and consolidations; description of present railroad systems; organization of the freight, passenger express and mail services; the Great Lakes service and traffic; water rates and the relation of water and rail carriers.

Text: Johnson and Van Metre: "Principles of Railway Transportation."

First semester.

2 hours.

**Com. & Trans. IV. Traffic Problems.**

A detailed study of practical traffic problems; rates and classifications; application to local conditions.

Second semester.

2 hours.



**Com. & Trans. V. International Commercial Policies.**

A technical study of the trade policies of nations in their dealings with one another; mercantile system; free trade; protection; reciprocity; most favored nation clause; commercial treaties and customs administration. Special attention will be given to present-day port regulations for entry and clearance, custom laws of important nations and economic phases of diplomacy.

Second semester.

2 hours.

**POLITICAL SCIENCE.****Pol. Sci. I. American Government.**

An analysis of the structure and practical working, organization, powers and present activities of the Federal and State Governments. Attention will also be given to local governmental functions.

Text: Beard: "American Government and Politics."

Second semester.

2 hours.

**Pol. Sci. II. Municipal Government.**

The place of the city in history. The position of the city in the political system of the United States. Government by commission. The city manager plan. Municipal Home Rule. Social problems and social activities of the city. The relation of the city to quasi-public works.

Text: Munro: "The Government of American Cities."

First or second semester.

2 hours.

**Pol. Sci. III. Comparative National Government.**

A critical study of the structure and functions of the Governments of leading nations. Emphasis will be placed upon the making and amendment of constitutions and on methods of administration. The League of Nations idea.

First semester.

3 hours.

**Pol. Sci. IV. Principles of Labor Legislation.**

A systematic study of the general principles of labor legislation. The basis of labor law. Individual and collective bargaining. The Minimum Wage Movement in America and Australia. Hours of labor and the unemployment problem. Legal aspects of Safety and Health. Various forms of Social Insurance. Labor administration.

Text: Commons and Andrews: "Principles of Labor Legislation."

Second semester.

2 hours.

**Pol. Sci. V. Public Finance.**

Nature and principles of taxation. Public Expenditures. Current tax laws will be emphasized, such as Income tax, Inheritance tax, General Property tax, Excess Profits tax, internal revenues, customs duties, public debts, national budgetary systems, the incidence of taxation, methods of war finance.

Text: Plehn: "Introduction to Public Finance."

Second semester.

2 hours.

**Pol. Sci. VI. American Political History.**

A detailed study of the political development of the United States. The great movements that led up to the adoption of our Constitution. The rise and growth of parties; the influence of westward expansion and of slavery on our political, social and industrial life; the great movements after the Civil war and their reaction upon American political life. The influence of the World war on our political institutions.

Text: Bassett: "A Short History of the United States."

First semester.

3 hours.

**Pol. Sci. VII. The Social and Political History of Modern Europe.**

A general survey course giving students an historical background of the principal institutions of modern society. The rise and development of nationalism; the industrial revolution; Protestant revolt and Catholic reformation; the cultural aspect of the Sixteenth century; the rise of dynastic colonial rivalry; European society in the Eighteenth century. The causes and effects of the French Revolution will be studied.

Text: Hayes: "A Political and Social History of Modern Europe," Vol. I.

First semester.

3 hours.

**MERCHANDISING.****Merch. I. Salesmanship.**

Personal qualifications—the study of the science of salesmanship. The study and practice of the art of salesmanship. History of the three fields of salesmanship: Wholesale, retail and specialty and the relation of the salesman to each. History of the product and its distribution. A thorough study of the elements that make for success in selling; knowledge of goods to be sold; studying the prospective buyer and analyzing the modes and methods of arousing interest. Analyzing the different types of customers and how to deal with them. Personal efficiency as applied to business. How to develop a winning personality.

First semester.

2 hours.

**Merch. II. Essentials of Advertising.**

It is the aim of this course to present a general survey of advertising in all its main branches, supplemented by practice work in technique and class discussions of practical advertising and merchandising problems.

The chief subjects covered are: Preparation of copy; sources of data; psychology of appeal; color; laws of memory; emphasis inducing action; analysis of successful advertisements; mediums; trade-marks; art; engraving; lithography; electrotyping; type; paper; printing; direct literature follow-up system; house organs; selling methods; the campaign as a whole; the advertising agency.

First semester.

2 hours.

**Merch. III. Psychology of Advertising.**

This course explains the principles and factors which underlie the psychology of advertising. It takes into account memory, feelings and emotions, human instincts, the will and its various modes of action, habit, attention, value, analysis of deliberation and suggestion, in so far as they bear upon the problems of advertising from the standpoint of psychology.

These principles will be applied to the different types of advertisements.

Text: Scott: "Psychology of Advertising."

Second semester.

2 hours.

**Merch. IV. Marketing.**

This is a detailed course in distribution. It gives a treatment of marketing methods in our present system of economic structure. The following topics receive consideration: General factors that affect trade; status of the retailer; retail competition; chain store; mail order house; national advertising and price maintenance. Then attention is given to the status of the jobber and the service of the middleman. Finally, the market problems of the manufacturer are analyzed.

Text: Duncan: "Marketing, Its Problems and Methods."

Second semester.

2 hours.

**INSURANCE.****Ins. I. Life Insurance.**

Nature and principles of life insurance; various kinds of life insurance and classification of policies; measurement of risks; rate-making; premiums; special forms of life insurance; organization and management of insurance companies; government supervision of life insurance; important phases of life insurance.

First semester.

2 hours.

**Ins. II. Property Insurance.**

Organization of fire insurance companies; the functions of fire insurance; the policy contract in fire insurance; parties to the contract; agency in fire insurance; the description of the property insured; the risk assumed; the term of the contract; special agreements indorsed on the policy; the reinsurance reserve; coinsurance; fire insurance rating; reinsurance; fire prevention; state supervision and regulation; other forms of property insurance.

Second semester.

2 hours.

**Ins. III. Workmen's Compensation and Casualty Insurance.**

A discussion of the principles underlying workmen's compensation and the law of employer's liability; industrial accidents and their prevention; classification of risks; calculation of premiums. Accident and health insurance, and various forms of casualty insurance, such as automobile, steam-boiler, etc., will be discussed. Special attention will be given to Wisconsin legislation on insurance. Readings and reports will be required.

Second semester.

2 hours.

**SOCIOLOGY.****Soc. I. Social History.**

A survey of ancient, mediaeval and modern social movements. Social value of Mosaic Laws and Christian practice with special emphasis on industrial democracy. A review of modern reforms, factory legislation, workingmen's compensation, social insurance, profit sharing and industrial co-operation. The Church in modern social problems.

First or second semesters.

3 hours.

**Soc. II. General Sociology.**

An introduction to the scientific study of social problems and their relation to the family and the individual. A study of natural resources, population, immigration, labor organization, woman and child labor. Also problems of poverty, crime, housing, with a survey of preventive work relating to the poor, defectives and delinquents.

First semester.

3 hours.

**Soc. III. Social Ethics.**

An application of Christian ethics to economic and social phenomena. The origin and development of the family, marriage, and the social order. The ethics of property, liberalism, socialism and communism; capital and labor combines, strikes, lockouts and boycotts; public ownership and control; monopolies and modern finance; public health, control of education, traffic, etc.

Second semester.

3 hours.

**Soc. IV. Organized Charity.**

A study of conditions affecting the family and community. Social treatment and application in the case of dependents and delinquents. The purposes and methods of investigation, diagnosis and treatment studied by means of selected cases. Co-operation of public and private agencies is studied, and inspection visits made to important institutions.

First or second semester.

3 hours.

**MATHEMATICS****Course I. Applied Business Mathématiques.**

The purpose of this course is to give first-year college students a thorough grasp of all the computations required in business as organized today. It will develop clearly what the business problem is in each case, why that method of solution is employed, and how the information obtained is used.

"Applied Business Mathematics" is in two parts. Part I covers all the calculations required in ordinary business practice, such as those connected with sales and profit statistics, payrolls, interest, depreciation, insurance, domestic exchange, taxes, building and loan associations, etc. In the second semester of the course, short methods and checks, simple and weighted averages, progressions, logarithms and their commercial application, the slide rule, and practical measurements of angles, circles, polygons, irregular shapes, and solids.

Text: Edgerton and Bartholomew: "Applied Business Mathematics."

First semester.

2 hours.

**PRINCIPLES OF REASONING.**

Course I. The explanation of the forms of reasoning. Exposition of the sources of error in argument. Application of the reasoning process to study. Class exercises in the construction of correct argument and in the unfolding of fallacies. (REQUIRED OF ALL FRESHMEN.)

First semester.

2 hours.

**ENGLISH.****Eng. I. Prose Composition.**

Textbook, lectures on the essentials and kinds of prose composition, daily themes. This course gives a discipline in the requisites of prose composition. Students not getting a pass mark in this course cannot take up any other English work.

First and second semesters.

3 hours.



**Eng. I. (a) Advanced Composition.**

A course specially designed to meet the need of business. Advanced work in exposition and argumentation particularly as exemplified in the composition of business letters. The details of business letters.

First and second semesters.

3 hours.

**Eng. II. Poetry.**

Textbook, lectures on versification and on the nature and kinds of poetry (dramatic excepted), exercises in verse, critiques of poems and poets.

First semester.

3 hours.

**Eng. III. Fiction.**

Textbook, lectures on fiction, exercises in the composition of the short story and novelette, critiques, and types of fiction, and in the preparation of briefs.

Second semester.

3 hours.

**Eng. IV. Oratorical Composition.**

Required of Sophomores in the College of Arts and Sciences, open to students who have passed in English I or English II and III. Textbook, lectures, study of orations and arguments, exercises in the composition of speeches and in the preparation of briefs.

First and second semesters.

3 hours.

**Eng. IV. (a) Public Speaking.**

This course differs from Course IV in that it gives less attention to the study of speeches and more attention to the work of oral composition along the lines of Public Speaking. The students will be exercised especially in the preparation of briefs, and in the extemporaneous expression of the outlines set forth in briefs.

First and second semesters.

3 hours.

**Eng. V. Drama.**

Open to students who have passed in English I or in English II and III. Lectures on the theory of comedy and tragedy, study of selected plays, critiques of standard plays, exercises in dramatic composition.

First and second semesters.

3 hours.

**Eng. VI. Essay.**

Open to students who have passed English I or English II and III. Lectures on the critical and philosophical essay, study of selected essays, exercises in the composition of the essay.

First and second semesters.

3 hours.

**Eng. VII. Aesthetics and Literary Criticism.**

The philosophical basis of aesthetics, the elements of taste; the theory of criticism; a survey of critical standards; a study of the schools of criticism and of the work of the chief literary critics. Critical papers of assigned subjects will be required.

First or second semester.

3 hours.

**Eng. VIII. Early English Literature.**

A general survey of the origin and development of the periods to 1750; chief writers and characteristics.

First or second semester.

2 hours.

**Eng. IX. English Literature.**

An outline history of modern English literature, with required readings and assignments to cover subjects not provided for in other courses.

First or second semester.

2 hours.

**Eng. X. American Literature.**

An historical survey, with especial emphasis on the chief influences and writers.

First or second semester.

1 hour.

**FRENCH.****French I. First Year French.**

This course includes a careful drill in pronunciation. The essentials of grammar, the use of the tenses of the Indicative and of the Subjunctive moods; conversation.

Text: Fraser and Squair: "Shorter French Course."

First and second semesters.

4 hours.

**French II. Second Year French.**

Further study of grammar, especially of the syntax. Reading of contemporary French prose; conversation; composition.

Text: Fraser and Squair: "Complete Grammar."

First and second semesters.

4 hours.

**French III. French Journalism. I.**

Reading and translation of a French periodical; themes modelled on articles read. Prerequisite, Course I or one year of college or two years of high school French.

First semester.

3 hours.

**French IV. French Journalism. II.**

Continuation of French III and exercises on French syntax.

Second semester.

3 hours.

**French V. Modern French Prose.**

The study of novels or short stories by modern French prose writers: Ereckmann-Chatrian, Brazin, Chateaubriand and others. Grammar and composition based on a French text.

First or second semester.

3 hours.

**French VI. French Poetry of the Nineteenth Century.**

Readings from Alfred de Vigny, Alfred de Musset, Lamartine and others, with an introduction to French versification. Selections committed to memory.

First or second semester.

3 hours.

**French VII. French Oratory.**

A study of the French orators and their works; Bosseut, Bourdaloue, Massillon, Flechier; prose composition; private reading.

First or second semester.

3 hours.

**French VIII. The French Drama.**

The reading of dramas chosen from such authors as Corneille, Moliere, Racine, together with a study of their lives and works.

First or second semester.

3 hours.

**French IX. French Composition.**

Students are admitted to this course only by special permission of the instructor. A text on practical topics of everyday life is used. Prerequisite Course I.

First or second semester.

3 hours.

**French X. History of French Literature.**

A general survey of the history of French literature from its earliest beginnings to the close of the reign of Louis XIV; collateral reading.

First or second semester.

3 hours.

**French XI. History of French Literature.**

A general outline of the literature of the seventeenth, eighteenth and nineteenth centuries dealing only with writers of first importance.

First or second semester.

3 hours.

## SPANISH

## Span. I. Spanish I.

The essentials of grammar, pronunciation, use of tenses in the indicative and subjunctive moods.

First and second semesters. 4 hours.

## Span. II. Spanish I Cont'd.

Continuation of Spanish I. A review of the important rules of grammar, especially of syntax, reading of modern Spanish authors, dictation, composition.

First and second semesters. 4 hours.

## Span. III. Spanish Correspondence.

This course embodies the general technicalities of business correspondence, the translation of business correspondence, the translation of Spanish business letters into English and the translation of dictated business letters from English into Spanish.

Text: Harrison: "Spanish Correspondence."

## Span. IV. Spanish Conversation.

Students may choose Spanish IV instead of Spanish III.

First or second semester. 3 hours.

## Span. V. Classical Prose.

Selections from Cervantes, Don Quixote de la Mancha; St. Theresa, Life; Ribadeneria, Historia del Cisma de Inglaterra, selections.

Kelly, "History of Spanish Literature."

First or second semester. 3 hours.

## Span. VI. Classical Poetry.

Fray Luis de Leon, poesias; Romancero general (Duran); Jorge Manrique, Coplas, selections.

First or second semesters. 3 hours.

## Span. VII. Modern Prose.

Luis Coloma, Jeromin, Boy, La Reina Martin; Jose Maria Pereda, Penas arriba, Cuentos y novelas; Saj, Europa salvaje; Fernan Caballero, La Gavota, Clemencia; Valvueda, Estudios criticos.

First or second semesters. 3 hours.

## Span. VIII. Modern Poetry.

Selections from the writing of Alberto Risco, Jose Selgas, Unueza de Arce, Zorilla.

First or second semesters. 3 hours.

**Span. IX. Spanish Drama and Oratory.**

Classical period; selections from the writings of Calderon and Lope de Vega. Modern period: Tamayo y Baus, Los hombres de bien, Lances de honor; Nunez de Aroe, El haz de lena. Oratory. Donoso Cortes and Nocedal, Discursos.

First or second semesters.

3 hours.

**GERMAN.****Ger. I. Elementary German.**

Grammar, prose composition, reading of short stories by modern writers.

Text: Thomas: "German Grammar."

First and second semesters.

4 hours.

**Ger. II. Advanced German.**

This course is open to students who have completed German I or two years' high school German. Selections. Composition. Conversation.

First and second semesters.

4 hours.

**Ger. III. German Conversation.**

Special class in conversation to which students are admitted only by special permission of the instructor.

First or second semesters.

3 hours.

**Ger. IV. German Prose Writers.**

The study of novels or short stories by German prose writers: Freytag, Hauff, Herbert, Stifter, Novalis, Brentano, Eichendorff.

First or second semester.

3 hours.

**Ger. V. German Poetry.**

Readings from German ballads and lyrics. Selections committed to memory. Special attention is given to the study of rhythm and metre.

First or second semesters.

3 hours.

**Ger. VI. The German Epic.**

Dreizehnlinden, Weber; Der Trompeter von Saekkingen, Scheffel; selections from other epic poems.

First or second semesters.

3 hours.



**Ger. VII. The German Drama.**

Dramas of Goethe, Schiller and Lessing. Selections from Ansen-gruber, Habel, Wildenbruch.

First or second semesters. 3 hours.

**Ger. VIII. History of German Literature.**

A general survey of the history of German literature from its earliest beginnings to the period of Frederick the Great; collateral reading.

First or second semesters. 3 hours.

**Ger. IX. History of German Literature.**

A general outline of the literature of the eighteenth and nineteenth centuries, dealing mainly with the writers of the first importance.

First or second semesters. 3 hours.

**Ger. X. Scientific Reading.**

For students preparing for scientific courses which require a facility in the reading of scientific literature. Prerequisite German I.

First or second semesters. 3 hours.

**PHYSICS.****Course I. Mechanics, Hydrostatics and Properties of Bodies, I; (3).**

Sound: A lecture and laboratory course embodying to a great extent the units of the metric systems in measurements with verniers, Michometer screw, screw-gauge, comparator and cathetometer. Velocity and acceleration of falling bodies. Newton's laws of motion; momentum and the laws of energy; the lever, screw, wheel and axle and pulley as used in simple machinery. The pendulum as applied to clocks and as determining the force of gravity. Pressure exerted by a fluid; density of liquids; flotation. Pascal's law; law of Archimedes; methods of determining specific gravities; hydrometers and gauges. Elasticity of liquids; hydraulic press; pumps and syphons; steam and water turbine, etc. Isotropic bodies; malleability and ductility; elasticity of volume, rigidity; elongation; Young's modulus; Hooke's law; bending torsional rigidity, elastic limit; elastic fatigue, etc.

Wave motion, and water waves in their analogy to sound waves; velocity of sound in air; law of velocity of sound propagation; quality of sounds; musical scale; interference of sound waves; vibrations of strings; resonators; audition; consonance and dissonance; production of vocal sounds, etc.

**Course II. Light, Heat and Electricity II; (3).**

A lecture and laboratory course on the reflection and refraction of light lenses and their uses; microscope; telescope. Photometry; velocity of light; dispersion; interference; color sensation; polarization, etc.

Thermometers and the laws of heat expansion in gases and liquids; expansion of metals; the law of Charles; absolute zero.

Calorimetry; melting and boiling points; latent heat of fusion; determination of the mechanical equivalent of heat; work done by a gas during expansion; steam pressure, superheated steam; steam and gas engines.

The object of the course in Electricity is to familiarize the student with first principles in the heating, lighting, electrolytic and magnetic effects of currents. Batteries of various types, storage cells, spark coils, magnetos, dynamos and motors, telephone apparatus, galvanometers, voltmeters and ammeters are placed at his disposal for study and experiment.

**Course III. Experimental Physics I or II, (3).**

Advanced laboratory work in Mechanics, Molecular Physics, Light and Heat. A few lectures are given on the theory of physical measurements and measuring instruments with special attention to the computation of results. Prerequisite Courses I and II.

**Course IV. Experimental Physics I or II, (3).**

Advanced Laboratory Work in Electricity and Magnetism. Accurate measurement of current, resistance, electromotive force, capacity; magnetic properties of iron and steel; use of electrometer and potentiometer; a practical study of the properties of direct and alternating currents and of the principles underlying the construction of dynamo-electric machinery. Prerequisite, Courses I and II.

**Course V. Electric Oscillations and Electromagnetic Waves; Radio Communication I or II, (2).**

Prerequisite, Physics, Course I and II and Mathematics Courses IX and X.

**BIOLOGY.****Course I. General Biology I, II; (3).**

This course includes a thorough study of typical examples of the four great plant divisions anatomically and physiologically. The same for the eleven great groups of animals. This means a study of the fundamental properties of all living things, their functions, structures, classification, habits, life histories and evolution. The forms

selected for study illustrate the chief principles and generalizations of biology. Especial attention is given to parasitic forms.

Two hours lecture and recitation, four hours laboratory.

**\*Course II. Comparative Anatomy I, II; (3).**

A thorough dissection of the shark, turtle and cat is called for. These will be studied and interpreted on a basis of comparative anatomy, embryology and physiology. General Embryology—This course includes the study of cell-division, maturation, fertilization, cleavage, formation of germ-layers and development of the organ systems. Histological technique will be part of the laboratory work. All of the preceeding work will be correlated during this course.

Two hours lecture, four hours laboratory.

**Course III. The Teaching of Biology I; (3).**

Special problems for teachers. Acquaintance with biological literature. Choice of texts. Comparison of methods. Biological History. Genetics.

Three hours lecture, two hours laboratory.

**Course IV. Technic II; (1).**

Technic of fixation, sectioning, staining and mounting of histological and embryological material by paraffine and celloidin methods.

Two hours laboratory each week.

In addition to the supplementary reading assigned as regular work all students taking more than one year in Biology must have read the following and pass an oral examination thereon:

Beddard: Geographical Distribution.

Conklin: Heredity and Environment.

Darwin: Origin of Species.

Ganong: The Living Plant.

Huxley: Man's Place in Nature.

Kellogg: Darwinism Today.

Locy: Biology and Its Makers.

Mendel: Experiments in Plant Hybridization.

Morgan: A Critique of the Theory of Evolution.

Wallace: Malay Archipelago.

Walter: Genetics.

Weismann: The Germ Plasm.

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\* All second year students of Biology are compelled to attend weekly meetings where contemporary biological literature will be discussed and where each student must take his turn in preparing and reading a paper.

**CHEMISTRY.****Course I. Inorganic Chemistry I; (3).**

The study of the Elements; Compounds; Chemical combinations by weight; the laws of definite and multiple proportions. The atomic and molecular theory. Atomic weights and calculation of chemical formulas. Equivalence of Elements. The laws of Charles, Boyle, Avogadro, and Gay Lussac. Molecular weights. Solutions, freezing point depression of solutions, osmotic pressure, chemical equilibrium, Dissociation of compounds in solution, ionic substances and the interaction of ions. Non metallic elements and compounds.

**Two lectures, one quiz, two two-hour laboratory periods.**

**Course II. Inorganic Chemistry II; (3).**

Review of chemical theory with the study of metallic elements and their compounds. The laboratory course consists of qualitative analysis with the application of chemical theory to the formation of insoluble compounds. Separation of bases and acid radicals.

**Two lectures, one quiz, two two-hour laboratory periods.**

N. B.—For students who do not care to take the laboratory course of two laboratory periods per week, a second laboratory course of one laboratory period per week is given.

**Course III. Organic Chemistry I, II; (3).**

The methods of purification and the qualitative examination of organic compounds. General principles and theories of organic chemistry. The hydrocarbons, isomerism of hydrocarbons, chlorine derivative, alcohols, ketones, aldehydes, organic acids and derivatives are studied in detail. Physical and chemical properties of the important members of the acyclo and cyclo series.

**Two lectures, one quiz, two two-hour laboratory periods.**

**Course IV. Quantitative Analysis I; (1).**

The use and care of the analytical balance. A selected number of gravimetric determinations illustrating the methods of precipitation, washing, drying, decomposition and weighing of precipitates. The use and care of volumetric apparatus. Selection and use of indicators. Preparation and standardization of volumetric solutions. A selected number of acidimetric, alkalimetric and oxidimetric determinations.

**One two-hour laboratory period.**

## GEOLOGY.

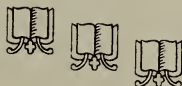
Course, I, II; (3).

General course in Dynamic, Structural, Physiographic, Historical and Economic Geology. Principles of Petrology, Mineralogy and Paleontology. Study of the field work of the Wisconsin Geological Survey. The College possesses a collection of the more important minerals and rocks; in addition to this the students have access to the Public Museum, the entire third floor of which is devoted to Geology.

Lectures, field work, identification of life forms, recitations and written exercises.

Text: Le Conte: "Salisbury and Chamberlain."

For reference: The publications of the Wisconsin Geological Survey and the United States Geological Survey's Monographs and Bulletins. (Not given 1920-'21.)





# ALPHABETICAL LIST OF STUDENTS DURING THE SCHOOL YEAR 1920-1921

- Affolter, George H.  
 Albrecht, J. Edward  
 Albrecht, Louis A.  
 Anderson, Chris L.  
 Andreson, Herman F.  
 Appel, William  
 Arenz, Clyde E.  
 Arper, Gordon F.  
 Auchter, John F.  
 Baez, Francis H.  
 Bailey, John E.  
 Ballet, John  
 Bandlow, Louis  
 Barbican, Raymond J.  
 Barron, James E.  
 Barry, James T.  
 Bartholet, Leo  
 Barzen, Bernard R.  
 Barzen, Roy M.  
 Bast, Arthur P.  
 Bauer, Harry F.  
 Becker, Marion A.  
 Beckmann, Bernhard C.  
 Behling, Ries  
 Bell, Gordon J.  
 Bender, Carl E.  
 Bentzin, A. E.  
 Berge, A. H.  
 Berger, Gilbert A.  
 Bernicke, Kurth E.  
 Berry, Frank G.  
 Berry, Fred J.  
 Berry, Ralph L.  
 Best, Herbert J.  
 Biegler, Fred W.  
 Bigott, Arthur J.  
 Biller, Charles F.  
 Biller, Joseph H.  
 Bird, F. Edgar  
 Bittner, John A.  
 Blaney, James P.  
 Block, Esther  
 Blommer, John J.  
 Bloom, Charles  
 Bloomer, Jane  
 Boeck, Max L.  
 Bohm, Arthur C.  
 Bohn, William E.  
 Bolte, Ruth  
 Bongers, J. Alwin  
 Bongers, Leslie H.  
 Book, J. A.  
 Boos, Harold J.  
 Borgnis, Walter F.  
 Botsch, Alfred P.  
 Botsford, N. A.  
 Bott, Earl G.  
 Bradley, Arthur W.  
 Brandt, Olga  
 Brechler, Karl W.  
 Breen, Frank  
 Brielmaier, Ray L.  
 Brown, Caroline C.  
 Brown, George  
 Brown, Mary L.  
 Brooks, Thomas R.  
 Buckley, Lester E.  
 Buetemeister, Marion A.  
 Bugenhagen, Hugo C.  
 Burgardt, Carl  
 Burke, John R.  
 Burkhardt, Merrick F.  
 Bush, William D.  
 Butler, William H.  
 Callaway, Clarence W.  
 Cajski, Stanley J.  
 Carey, Ida B.  
 Carey, Leon A.  
 Carr, Francis W.  
 Casey, Francis H.  
 Champion, Iden Charles  
 Chelminak, Harry E.  
 Cherney, Charles A.  
 Cherney, Ivin A.  
 Chesney, Emil B.  
 Chris, Benedict J.  
 Clement, Edgar J.  
 Coffey, Patrick W.  
 Connell, Joseph W.  
 Conrad, Clarence  
 Conway, D. J.  
 Cooney, John J.  
 Corbett, Basil L.  
 Cornellier, Wilfred L.  
 Correy, Ray J.  
 Coveny, Mathew J.  
 Cox, Bertha L.  
 Craft, Roland  
 Cronin, Thomas V.  
 Crosby, Neil V.  
 Crotty, Russell G.  
 Crowley, Edna  
 Culver, Mark W.  
 Cunningham, Constance C.  
 Czechorski, Roman W.  
 Dahlke, Harvey M.  
 Daly, Norbert M.  
 Danielson, Clarence D.  
 Daul, Edward  
 Daul, Raymond  
 Daum, Arthur J.  
 Davis, A. J.  
 Davis, George M.  
 Davis, Pahl George  
 DeBoth, Margaret  
 Dearth, L. W.  
 Decker, Aloysius  
 Degler, Claude W.  
 DeGuere, Robert M.  
 Deller, J. Oswald  
 DeLong, Fayette  
 Denessen, Dominic C.  
 Devine, George J.  
 Diederich, Herbert N.  
 Dietrich, J. A.  
 Dietrich, Arthur  
 Dietz, Clarence  
 Doedens, Berend, Jr.  
 Dolan, John J.  
 Donahue, Fay J.  
 Donahue, Jerry F.  
 Donohue, Philip Leo  
 Donovan, James L.  
 Dooley, John V.  
 Dorsers, Peter H.  
 Douglas, George F.  
 Doran, Thomas A.  
 Doyle, Vincent F.  
 Doyle, Wm.  
 DuBois, George C.  
 Drew, James F.  
 Dudenhoefer, Jos.  
 Dretzka, Albert W.  
 Dretzka, S. H.  
 Dries, Jos. O.  
 Duera, Joseph M.  
 Dullea, Edward  
 Dunn, Catherine  
 Dunn, Joseph A.  
 Dupuis, Severe J.  
 Duval, Frieda  
 Duval, Mildred  
 Eggert, Florence H.  
 Einem, Eugene H.  
 Ellmauer, Peter  
 Elsner, Robert R.  
 Englebert, Leroy D.  
 Engelhard, Aloys A.  
 Ennis, Alice  
 Erickson, Alvin J.  
 Erickson, Archie  
 Ertmer, Joseph E.  
 Etscheid, Erwin E.  
 Etzius, Arthur L.  
 Everts, Hiram G.  
 Farwell, Frank T.  
 Felden, Louis  
 Feuerstein, Theodore L.  
 Featherston, Wm. A.  
 Fidler, E. F.  
 Fiene, Marie  
 Finger, E. L.  
 Fink, Emil A.  
 Firer, John A.  
 Fischer, Frank C.  
 Fitzgerald, G. Gilbert  
 Fitzpatrick, James  
 Flynn, Clarence A.  
 Foley, John B.  
 Franke, R. P.  
 Franz, Harvey  
 Frazier, George H.  
 Freeze, Chester A. J.  
 Friedman, Abe  
 Frederickson, Roy J.  
 Frisch, John A.  
 Frye, Sheldon  
 Fuss, Joseph L.  
 Galligan, Robert J.  
 Gagnon, Ernest J.  
 Gamble, Arthur  
 Gauckler, A. J.  
 Gazett, Alfred H.  
 Gebhard, Eugene H.  
 Gebhardt, Wilmer  
 Gehl, Richard  
 Geraghty, Jack P.  
 Gerlach, Alvin  
 Getchell, Mrs. L.  
 Gleason, May F.  
 Gibout, Harris  
 Gillan, P. H.  
 Glick, Edward  
 Glocke, Carl M.  
 Gerth, Frederick F.  
 Gmeiner, Alfred  
 Goldberg, Charles  
 Goll, Josephine  
 Goodman, Gerald C.  
 Goosman, Harvey J.

- Grady, Cyril J.  
Graeszel, Arthur H.  
Graf, Lester R.  
Grassl, Carl  
Griffiths, Ellen J.  
Griffiths, Minna S.  
Grobben, Margaret  
Grootenhuis, Theodore T.  
Grubb, J. E.  
Grube, Frances  
Gruetzmacher, Natalie  
Grupe, Fred J.  
Guerin, Leon H.  
Habeck, Chas. W.  
Habermann, Frederick, Jr.  
Hack, William J.  
Hackbarth, W. C.  
Hacker, Joseph E.  
Hallett, Harold B.  
Hallgren, Carl M.  
Hampe, Albert E.  
Handl, Albert G.  
Hanifin, Leo Luke  
Hannig, Robert J.  
Hansen, Arthur G.  
Haried, Nellie E.  
Harley, William  
Harthun, C. H.  
Hattstaedt, Alfred L.  
Haydel, Crystal  
Hayes, Alban E.  
Hayes, James P.  
Hayes, Thomas J.  
Healy, Richard L.  
Heck, Walter F.  
Heeren, Roy Jella  
Heine, George J.  
Heltemes, Clement J.  
Hesse, Rosalie M.  
Hiemke, H. V.  
Hilbert, Philip L.  
Hiller, Rena  
Himley, Earl O.  
Hirschboeck, Elizabeth J.  
Hirschel, Elmer O. B.  
Hirschman, Leola M.  
Hoffman, Arthur E.  
Holmes, Walter D.  
Holzhauer, Charles J.  
Holzhauer, Joseph H.  
Horkins, Gerald  
Horn, Della L.  
Horn, J. F.  
Howe, Clarence K.  
Hove, L. G.  
Huberty, Ray C.  
Hrubesky, John C.  
Huening, Erwin  
Hug, E. S.  
Husting, Carl L.  
Huth, Edward C.  
Huth, Robert C.  
Hutschenreuter, W. E.  
Ilzner, Oscar H.  
Illig, Raymond D.  
Itzin, Anthony  
Jacobi, Josephine A.  
Jacobs, George F.  
Jacobson, Robin R.  
Jacques, Arthur F.  
Jaeger, E. A.  
Jahns, Johanna  
Jakobs, Katherine  
Janes, Guy E.  
Janzer, Bernard M.  
Jaragoske, Oliver  
Jarison, D. G.  
Jaster, Clarence J.  
Jaster, R. M.  
Jenkins, Harold M.  
Johnson, Elvin F.  
Johnson, Joseph N.  
Josephson, E. B.  
Kadow, Grace  
Kakatsch, Lawrence  
Kamrowski, Stella  
Kasten, Charles E.  
Kearns, Andrew J.  
Kearns, John C.  
Kelbe, Alvin E.  
Keller, Lloyd  
Kelley, Dan J.  
Kelley, Frank M.  
Kellogg, Edward C.  
Kelly, Martin J.  
Kendergan, John J.  
Kenney, Reginald I.  
Kern, Helena C.  
Kerwin, C. A.  
Ketchpaw, Ross E.  
Kienzle, A. G.  
Kimball, Harriet  
Kings, John S.  
Kissinger, Sioux E.  
Kleinheinz, Carl W.  
Kleis, Lillian  
Klippel, Jacob J.  
Kneiff, Michael R.  
Knoblauch, A. H.  
Knopf, John E.  
Knorr, Rudolph R.  
Koch, J. W.  
Koehn, Herbert J.  
Kohlmetz, Arthur  
Krause, Dewey  
Kolf, Nell  
Kraus, Andrew W.  
Krause, Ella  
Kreil, Thorkild  
Krieger, Arnold  
Kropp, Chas. M., Jr.  
Krueger, Fred W.  
Kuechle, Harold F.  
Kuemmel, Carey M.  
Kujawa, Marie  
Kulzick, Earl J.  
Kunkel, Harry A.  
Kupfer, Edward C.  
Kurath, Gertrude  
Kurman, Phillip  
Kutter, Wm. J.  
Laatsch, William A.  
Ladewig, Arnold C.  
La Du, Gabriel E.  
Lafferty, Thomas G.  
LaFrance, Raoul  
Laikin, Samuel H.  
Lange, John H.  
Langenohl, Gerald  
Larson, B. J.  
Laws, Alexa  
Leach, Harold C.  
Leach, Ray G.  
Lederer, Eric N.  
Leech, Newall  
Lefebvre, Bernice M.  
Lewinski, Elwyn J.  
Leistickow, M. C.  
Lemay, Sarah M.  
LeVine, Phillip  
Lewis, C. M.  
Lidicker, Carrie K.  
Liginger, Walter D.  
Lindner, William A.  
Lindstrom, Everett R.  
Linnan, William B.  
Loeb, Frank E.  
Loughlin, Albert F.  
Lowe, James F.  
Lurquin, Louis J.  
Lutgen, Joseph H.  
Maes, Homer, Jr.  
Mahler, Adolph H.  
Mahoney, Richard W.  
Manion, Anne  
Manning, Claude F.  
Manschot, William G.  
Mannix, Thomas M.  
Markhoff, Clarence E.  
Marks, Lewis J.  
Markwiese, John G.  
Markwiese, William J.  
Martineau, Jennings T.  
Martin, Carl C.  
Martens, William E.  
Mathe, Madge E.  
Matejcek, Frank B.  
Matthews, Vera M.  
Matuschka, C. J.  
Maxon, Ethan D.  
May, Marie M.  
Mayer, Arthur  
Mayus, Eugene  
Mazzoni, Beatrice  
Mazzoni, Edward W.  
McAleer, Clarence H.  
McArthur, Charles W.  
McArthur, Kenneth H.  
McBride, Alan T.  
McCabe, Junior M.  
McCall, Edward A.  
McCarthy, F. Clinton  
McDonald, Charles W.  
McEvoy, Alvin  
McGahey, Edwin P.  
McGivern, John J.  
McGovern, Catherine H.  
McGowan, Harold F.  
McGuire, Francis M.  
McHugh, Owen  
McKenna, Loretta M.  
McKune, Edmund E.  
McKittick, Francis L.  
McLaughlin, G. J.  
McMahon, Elizabeth  
McMahon, Wallace F.  
McNicholas, Rose  
McNutt, Gordon E.  
Meighen, Joseph F.  
Meisner, Melvin C.  
Merker, Herman  
Mertz, Ray J.  
Meyer, Carl  
Meyer, Charles S.  
Mikesh, M. A.  
Milbrath, Elmer F.  
Miley, James B.  
Miller, C. Julius  
Miller, Myron J.  
Miller, Raymond A.  
Minner, Ethel E.  
Miotke, Tess

Moran, Katherine  
 Moran, Walter J.  
 Morehouse, Linden H.  
 Morris, Irving J.  
 Morse, Francis R.  
 Mucha, Paul  
 Mueller, Bernard J.  
 Murphy, Ambrose J.  
 Murphy, Gerald J.  
 Murphy, Martin  
 Murphy, Virgil C.  
 Murray, Daniel A.  
 Myers, F. A.  
 Myers, Marvin R.  
 Nagle, John P.  
 Nash, George A.  
 Nash, George O.  
 Nash, LaVerne E.  
 Nelson, Alexander M.  
 Nelson, Earle C.  
 Nelson, Emil J.  
 Nelson, Ethel  
 Nelson, Lenora M.  
 Nelson, Paul E.  
 Neubauer, Andrew H.  
 Neubauer, Paul F.  
 Nevins, C. J.  
 Newman, F. Hills  
 Nielsen, Louis L.  
 Noblet, Edna  
 Novak, Arthur J.  
 Nowicki, Alois A.  
 O'Connell, Helen L.  
 O'Flaherty, Thomas  
 O'Hara, Catherine  
 O'Hara, Marie K.  
 O'Leary, John J.  
 O'Moore, Mary A.  
 Onofrio, Joseph  
 Osswald, Harry A.  
 O'Sullivan, William B.  
 O'Toole, John M.  
 Ott, Albert  
 Ott, Aloysius J.  
 Pakenham, Ray D.  
 Pampel, Frieda C.  
 Paulsen, Miss J. L.  
 Pentony, Agnes M.  
 Perschbacher, Chester J.  
 Peters, Jesse M.  
 Petersen, George C.  
 Pfitzinger, William  
 Pierce, Robert E.  
 Pipenhagen, William  
 Placzek, Thomas  
 Poehlmann, John  
 Popp, Mathew A.  
 Poundstone, George O.  
 Powers, Ray M.  
 Proper, J. E.  
 Proulx, Eugene J.  
 Putney, Lester B.  
 Qualy, Donald J.  
 Quick, William J.  
 Quinn, Richard K.  
 Ragaz, Gustave A.  
 Rahr, Raymond J.  
 Ramsour, William K.  
 Ratches, Leo J.  
 Reardon, Jeremiah T.  
 Reiff, Charles E.  
 Reinhart, A. John  
 Reinke, Louis F.  
 Reiske, Harriet

Rellahan, John J.  
 Rellin, David  
 Repinski, Joseph F.  
 Restle, Catherine M.  
 Rettke, H. J.  
 Rheau, Isador C.  
 Rice, John G.  
 Rice, Leo S.  
 Rice, Sheldon J.  
 Richards, George A.  
 Riley, Gerald W.  
 Robinson, G. H.  
 Rodems, Leo  
 Roder, Joseph M.  
 Roeder, Arthur C.  
 Roehr, H. W.  
 Rogers, C. M.  
 Roeseler, Fred C.  
 Ronan, Leo F.  
 Ronan, Steve V.  
 Rook, Torena  
 Rose, Herbert A.  
 Rose, Peter P.  
 Rothstein, Goldine A.  
 Ruedebusch, H. H.  
 Ruedebusch, K. C.  
 Ryan, Herbert E.  
 Ryan, James C.  
 Ryan, Mearl F.  
 Safranek, Frank A.  
 Sauerhering, Wilmer E.  
 Sanderson, Hector M.  
 Savage, James L.  
 Sawyer, Wallace E.  
 Scannell, Thomas F.  
 Schad, W. F.  
 Schaeck, George P.  
 Schaffer, Bernard H.  
 Schardt, Bernard P.  
 Schauer, Francis J.  
 Schendt, William G.  
 Scherer, Bernard P.  
 Scherer, Adam H.  
 Schloesser, Helen  
 Schiffer, Ruth  
 Schill, A. P.  
 Schilffarth, Hilda  
 Schmechel, Otto A.  
 Schmerda, Frank, Jr.  
 Schmidt, C. M.  
 Schmitt, A. M.  
 Schmitz, Philip E.  
 Schneck, Walter J.  
 Schneider, George  
 Schneider, Henry  
 Schroeder, John E.  
 Schroeder, Neal G.  
 Schuette, Clarence  
 Schultz, Albert A.  
 Schulze, Roland A.  
 Schumacher, Evelyn  
 Schumacher, William  
 Schutte, Henry A.  
 Schutz, Frank J.  
 Schwamb, Emil  
 Schwarm, Gerhard E.  
 Schwarting, Alvin  
 Schwartz, Carrie E.  
 Schwartz, Zoltan  
 Schwedler, Clarence R.  
 Schwellenbach, Benj. M.  
 Schwessinger, H. P.  
 Sell, John  
 Severance, Harold E.

Sheridan, Frank P.  
 Sheridan, Ralph P.  
 Sherry, Kathryn  
 Shifter, Rosa  
 Shon, Jack  
 Simonet, Arthur A.  
 Singh, Nand  
 Slater, H. E.  
 Smith, Donald L.  
 Smith, Garland B.  
 Smith, Gerald A.  
 Smith, Herbert E.  
 Smith, Jacob A.  
 Smith, Raymond B.  
 Smith, Thomas O.  
 Snyder, Edward J.  
 Snyder, Walter H.  
 Sohns, Carrie  
 Somers, Robert J.  
 Soulen, Blanche A.  
 Spellman, Peter F.  
 Sperling, Harold E.  
 Spielman, Paul  
 Staab, Frank  
 Stahl, Bertha  
 Stamm, Victor M.  
 Steffen, Paul A.  
 Stemper, Henry F.  
 Steiner, Ernest  
 Stengel, Henry O.  
 Steuer, Frank  
 Stewart, John R.  
 Steybe, Irving  
 Stumpf, Helen  
 Stout, Heber G.  
 Stumpf, Will K.  
 Suess, Daniel J.  
 Sughrue, Leo J.  
 Sutton, Lawrence E.  
 Tadych, Anna H.  
 Tait, Loren H. J.  
 Tamm, Henry N.  
 Tanner, Frank J.  
 Taylor, William H. B.  
 Thal, Francis H.  
 Thalhofer, Joseph A.  
 Theiler, John J.  
 Theisen, Clarence T.  
 Theisen, Ethel M.  
 Thewalt, Lydia E.  
 Thomas, John R.  
 Tidball, A. H.  
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 Uthus, Mabel  
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 Valiquette, Claire  
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 Voel, Lester E.  
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Williams, Harold D.  
Williams, John E.  
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Witmeyer, August J.

Witte, Rudolph B.  
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Worcester, E. L.  
Wrenn, John A.  
Wright, William H. B.  
Wustrack, Arthur L.  
Wylie, Gertrude  
Yentz, Ralph J.  
Zavis, Ray A.  
Zedlar, B. A.  
Zedlitz, W. V.  
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